

PEDS Data Entry Training Activity Location

Statewide Data Collection
and Evaluation of First 5
California Funded
Programs



Goals of training

- To define “activity location.”
- To learn how to enter activity locations into PEDS.
- To learn how to remove activity locations from PEDS.

Activity location

Definition

Any location where a funded program offers services to program participants, including places of business, parks, schools, or mobile services.

- Activity locations are for local use when entering aggregate and individual data.
- At the Program Setup tab, enter an activity location. Enter additional activity locations as appropriate. Designate one location as primary.

**Document
activity
locations
during
Program
Setup in
PEDS.**

What are the benefits of using activity locations?

Activity locations can be used in multiple ways, including:

- To differentiate program components by department or service center locations.
- To monitor data entry by data entry staff locations.
- To filter data in PEDS reports by activity location to:
 - Track service delivery by geographical area.
 - Examine whether services are disbursed equitably throughout the county.
 - Track specific service delivery mechanisms (e.g., mobile vans by van ID number).

How do I set up activity locations in PEDS?

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Statewide Data Collection and Evaluation

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Please select a Reporting Period: 2004-2005 Fiscal Year

Activities (Aggregate Data)
View Data Within Date Range (mm/dd/yyyy):
Start Date: 03/15/2005 End Date: 03/29/2005
Enter/View Data for Strategy:
Direct Service Provider Capacity Building
Nonduplicated Counts Infrastructure Investments
Community Strengthening Systems Change Activities

Individual Data
Add a New Core Participant
Core Prenatal Parent Core Child 0-5 and Guardian
Add a New Non-Core Participant
Non-Core Participant
Search For
Last Name
Type: Search

Achievement Milestones
View Data Within Date Range (mm/dd/yyyy):
Start Date: 03/15/2005 End Date: 03/29/2005
Enter/View Data

Funds Spent
By Strategy

Group Service Details
View Data Within Date Range (mm/dd/yyyy):
Start Date: 03/15/2005 End Date: 03/29/2005
Enter/View Data Design Groups

User: sanders.mary (0 login attempts since 3/28/2005 3:38:46 PM)
User Type: Funded Program User
Funded Program: Mayberry Resource Center

HELP!

Trusted sites

Activity Locations Setup

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Funded Program Setup:

Setup Information

[Focused Activities](#) [Activity Locations](#)

Click **Activity Locations** button.

User: sanders.mary (0 login attempts since 3/28/2005 3:38:46 PM)
User Type: Funded Program User
Funded Program: Mayberry Resource Center

Done

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Activity Locations Setup

The screenshot shows a web application interface for "FIRST 5 CALIFORNIA Statewide Data Collection and Evaluation". The page title is "Activity Locations". At the top, there are links for "Main Menu" and "Help". Below the title bar, there is a table with columns "Address" and "Primary". The "Address" column contains the text "123 Main Street".

Below the table is a section titled "Activity Location Information:" containing the following fields:

- Name:** Mayberry Resource Center
- Address:** 123 Main Street
- Suite #:** (empty)
- City:** Mayberry
- State:** California (dropdown menu)
- Zip Code:** 92001
- Countywide Service Area:** ☐
- Primary Location:** ☐
- Service Radius:** 35 Miles

At the bottom right of the form are two buttons: "Add" and "Refresh".

Three callouts provide instructions:

- A light blue speech bubble pointing to the "Name" field: "Enter the activity location **Name** (up to 150 characters)."
- A pink octagonal callout pointing to the "Address" column of the table: "Do not enter individual client addresses here."
- A light blue speech bubble pointing to the "Address", "City", and "Zip Code" fields: "Enter the physical **Address** (not a P.O. box), **City**, and **Zip Code**."

The browser's status bar at the bottom shows "Done" and "Trusted sites".

Activity Locations

Service radius definition

The estimated radius, in miles, of the region served by a particular program or service location. An estimated service radius is used when services are provided to a particular region. When services are provided to the entire county, the “Countywide Service Area” box is used.

Activity Locations

Setup: Service area or service radius

The screenshot shows the 'Activity Locations' form in the FIRST5 CALIFORNIA system. The form includes fields for Name, Address, Suite #, City, State, and Zip Code. Below these fields are two options: 'Countywide Service Area' and 'Service Radius'. A pink oval with the text '- OR -' is placed between the two options. Two callout boxes provide instructions: one points to the 'Countywide Service Area' checkbox, stating 'Indicate that services are provided across the entire county by checking Countywide Service Area.'; the other points to the 'Service Radius' field, stating 'Indicate the estimated Service Radius (in miles) of the region served.' The 'Service Radius' field is currently set to 35 miles. The form also has 'Add' and 'Refresh' buttons at the bottom.

FIRST5 CALIFORNIA Main Menu Help
Statewide Data Collection and Evaluation Activity Locations

Activity Locations

Address

Activity Location Name: Mayberry Resource Center

Address: Main Street

Suite #:

City: Mayberry State: California Zip Code: 92001

Countywide Service Area: ☐

Primary Location: ☐

Service Radius: 35 Miles

Add Refresh

Activity Locations

Setup: Primary location

FIRST5 CALIFORNIA Main Menu Help
Statewide Data Collection and Evaluation *Activity Locations*

Activity Locations

Name	Address	City	Primary
		Mayberry	

Activity Location Information

Name: Resource Center
Address: n Street
Suite #:
City: Mayberry State: California Zip Code: 92001
Countywide Service Area:
Primary Location: ☐ Service Radius: 35 Miles

Add Refresh


To designate a location as primary, click the **Primary Location** box.

Designate one activity location as primary.

Click **Add**.

Repeat this process to add more activity locations.

How do I edit activity locations in PEDS?

 **FIRST 5**
CALIFORNIASM
Statewide Data Collection and Evaluation

[Main Menu](#)

Activity Locations

Name	Address	City	Primary
Mayberry Resource Center	123 Main Street	Mayberry	No

Activity Location Information:

Name:

Address:

Suite #:

City: State: Zip Code:

Countywide Service Area: ☐ Service Radius: Miles

Primary Location: ☐

[Delete](#) [Edit](#) [Refresh](#)

Trusted sites

Select the entry you wish to edit.

Make any necessary changes, and click **Edit** to save changes.

How do I delete activity locations from PEDS?

The screenshot shows the 'FIRST 5 CALIFORNIA' web application interface. At the top, there is a 'Main Menu' bar and a title 'Activity Locations'. Below this is a table with the following data:

Name	Address	City	Primary
Mayberry Resource Center	123 Main Street	Mayberry	No

A 'Microsoft Internet Explorer' dialog box is open in the center, asking 'Are you sure you want to delete this record?' with 'OK' and 'Cancel' buttons. Below the table, there is a form titled 'Activity Location Information:' with fields for Name, Address, Suite #, City, State, Countywide Service Area, Primary Location, Service Radius, and Miles. At the bottom of the form are 'Delete', 'Edit', and 'Refresh' buttons.

Three callout boxes provide instructions:

- 1. Select the entry you wish to delete.
- 2. Click **Delete**.
- 3. Click **OK** to delete this record.

Activity Locations

Applicable reports with “activity location” filter

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Direct Service Activity Data	Other Activity Data
Direct Services (Aggregate)	Community Strengthening Efforts
Direct Services (Individual)	Provider Capacity Building/Support
Direct Services (All)	Infrastructure Investments
Direct Service Contacts	Systems Change Support Activities

Participant Data	Outcome Data (Core)
Direct Service Contacts by Demographics	Intake Report
Nonduplicated Participant Counts	Intake / Follow-up Report
Counts of Participants (Some Duplication)	Pivot Table Report
Nonduplicated Participant Count by Service	Intake/Follow-up Due Report

User: sanders.mary (0 login attempts since 3/29/2005)
User Type: Funded Program User
Funded Program: Mayberry Resource Center

Done

ELP!

To view all reports, use the scrollbar.

Activity Locations

Applicable reports with “activity location” filter

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Direct Service Contacts	Systems Change Support Activities
Participant Data	Outcome Data (Core)
Direct Service Contacts by Demographics	Intake Report
Nonduplicated Participant Counts	Intake / Follow-up Report
Counts of Participants (Some Duplication)	Pivot Table Report
Nonduplicated Participant Count by Service	Intake/Follow-up Due Report
Progress and Fiscal Reports	Service Quality Reports
Funds Spent by Strategy	Intensity of Services
Achievement Milestones	Duration of Services
	Comprehensiveness of Services

User: sanders.mary (0 login attempts since 3/29/2005 12:12:29 PM)
User Type: Funded Program User
Funded Program: Mayberry Resource Center

Done Trusted sites

Activity Locations

Summary of data entry

To Add

- Enter activity location Name.
- Enter Address, City, and Zip Code.
- Check Countywide Service Area or estimate Service Radius.
- Check box to designate a Primary Location.
- Click **Add**.

To Edit

- Select entry to be edited.
- Enter the necessary changes.
- Click **Edit** to save changes.

To Delete

- Select entry to be deleted.
- Click **Delete**.
- Click **OK** to confirm deletion.